

## OVERALL CLOSURE PROCESS

### 2.4 - CLOSURE PROCESS SCHEDULE

The amount of time a permit writer should spend reviewing a closure plan, preparing a CEQA initial study and finalizing approval after a public comment period varies on a project by project basis. The Department has estimated an average amount of hours to complete all associated sub-milestones that should be used in the annual workplan for the permitting branches depending on the size of the treatment and storage facility as follows:

<u>Size*</u>	<u>Total average hours (excluding CEQA)</u>
Small (1 to 2 units)	196
Medium (3 to 4 units)	312
Large (5 or more units)	544

\*Workload standard size criteria, not facility fee size criteria.

These numbers are guidelines for planning purposes only and do represent elapsed calendar time but rather total hours that might be expended on a typical project. They should not be used for planning how much time should be spent on each project. It is recommended that the permit writer and his/her supervisor meet before starting technical review and discuss project complexity and agree on a set of target dates for completion of the closure process milestones. Table 2 can be used to assist in these discussions by having the permit writer and supervisor focus on the specific closure plan assigned to be reviewed and take into consideration all other work assignments of the permit writer. See Chapter 4 of the Permit Writer Instructions for a more detailed discussion on project planning.

It is the goal of these instructions to expedite the overall closure process by clarifying what actions are required by the permit writer during each step and having the permit writer focus on the more critical technical aspects of the closure plan during his/her review. It is understood that a successful and timely completion of a treatment and storage closure process is a cooperative arrangement between the permit writer, his/her supervisor and the facility. Therefore, it is imperative that the permit writer meet and discuss with the facility his/her proposed schedule for processing the closure plan early in the process.

TABLE 2

TREATMENT AND STORAGE CLOSURE PROCESS  
TARGET COMPLETION DATES

Facility Name: \_\_\_\_\_

Permit Writer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Public Participation Coordinator: \_\_\_\_\_

<u>Activity</u>	<u>Target Completion Dates</u>
1. Closure plan submittal	_____
2. Pre-planning technical review	_____
3. Closure plan technical review	_____
4. Issuance of notice of deficiency	_____
5. Completion of CEQA initial study	_____
6. Due date for revised closure plan	_____
7. Completion of review of revised CP	_____
8. Finalize draft CP and CEQA determination	_____
9. Prepare public notice and fact sheet, establish information repository	_____
10. Start of public comment period	_____
11. End of public comment period	_____
12. Completion of response to comments	_____
13. Final CP approval and final CEQA determination	_____
14. Closure oversight activities	_____

WP File Name: CH0204\_C.MAN

List of Examples:

List of Attachments:

Table 2 - Treatment and Storage Closure Process Target Completion Dates

List of References:

List of Appendices: